



Local Technical
Assistance Program

Presented by WSDOT's Highways & Local Programs LTAP Center
and the
Municipal Research and Services Center of Washington

Purchasing, Bidding and Contract Management for Local Agencies

(Now a two-day class)

September 24-25, 2008 (#1582)
Tacoma

South Park Community Center
4851 South Tacoma Way, Tacoma, WA 98409
(253) 591-5299

October 28-29, 2008 (#1583)
Moses Lake

Best Western Lake Front Hotel, Sage Room
3000 Marina Drive, Moses Lake, WA 98837
509-765-9211

November 12-13, 2008 (#1584)
Vancouver

Heathman Lodge, Klickitat Room
7801 NE Greenwood Dr., Vancouver, WA 98662
1-888-475-3100 **new location**

December 10-11, 2008 (#1585)
Mount Vernon

Cottontree Inn Convention Ctr, Fidalgo Room
2300 Market Street, Mount Vernon, WA 98273
(360) 848-7553

(The phone numbers above may be used in case of emergency to contact a student in the class. These are reception numbers.)

Cost: \$75

Class Size: 45

Times: Day 1 – 10:30 am to 4:30 pm
Day 2 – 8:30 am to 4:30 pm

Target Audience

Are you vexed by your agency's purchasing policies (or lack thereof), consultant selection and construction contract administration issues? Do bid limits, sales taxes, prevailing wages and retainage statutes give you the heebie jeebies? Do you wish you had all the purchasing and bidding and contract administration information you need in one place? Are the Mayor, Commissioners or Board Members on your case? Wondering if you should have taken that job with your black-sheep brother selling aluminum siding? Some of the people who will benefit from this class include:

Public Works Directors
Contract Managers
Administrative Assistants

City/County Engineers
Purchasing Agents
Consulting Engineers

Project Managers
Office Managers
Project Engineers

Inspectors
City Clerks
Finance Directors



Washington State
Department of Transportation

Course Description

Local agencies must purchase supplies, materials and equipment, solicit services and contract for public works in accordance with confusing and ever changing state statutes and regulations. These statutes are intended to insure that quality products, goods and services are purchased at the least cost through competitive bidding, which requires open advertisement to all qualified bidders and public opening of bids.

Following competitive bid laws is often counterproductive for small projects and material, supplies or equipment purchases and can be more expensive and time consuming. Recognizing this problem, the state legislature has, over the years, established and modified dollar amounts (commonly referred to as bid limits) below which competitive bids are not required for public works projects and equipment or supply purchases and has provided exemptions and alternatives to the competitive bidding process.

The Washington State LTAP Center and MRSC offer this fast-paced workshop to all local agencies and municipal governments to help them spend scarce dollars in accordance with state statutes and to improve their project and contract management skills. Attendees will take home a CD and class handouts full of model and sample documents covering a wide range of purchasing, bidding and contract management issues.

Agenda

Day 1: Purchasing and Bidding

- A quick, but thorough, review of purchasing and bidding statutes that affect local agencies as they purchase goods, materials and services and contract for public works.
- An in-depth look at special purchasing issues such as intergovernmental purchasing (piggybacking), sole source purchases, and special market/facility conditions.
- Personal and professional services contracting.

Day 2: Public Works Contracting

- Public works overview, including definitions, maintenance/ordinary maintenance contracts, bid limits, sales and use tax issues, and prevailing wages.
- Project delivery methods, including day labor, on-call contracts, small works roster, and alternative public works procedures.
- Insurance, bonding, and retainage requirements.
- Responsible bidders and responsive bids.
- Construction contract documents.
- Claims and change orders.
- Contract closeout and claims against bonds and retainage.

Instructors

John Carpita, PE, Public Works Consultant, Municipal Research and Services Center (MRSC), Seattle. John Carpita joined MRSC in January 1996. He has a B.S. and a M.S. degree in Civil Engineering from Montana State University. A registered professional engineer since 1972, he is currently registered in Washington. John has had a widely varied 38 year career as a consultant, county engineer, city engineer, and project manager. With MRSC, John is a resource for engineering design, purchasing and bidding issues, construction contract issues, local improvement districts, sewer, water, storm drainage, and solid waste issues.

Michael E. Purdy, Contracts Manager, U.W. Capital Projects Office.

Mike Purdy has over 28 years of experience as a manager in public contracting and procurement. He is currently the Contracts Manager for the University of Washington's Capital Projects Office and is responsible for managing design and construction contracts for more than \$1 billion worth of projects at



the University. Before joining the U.W. in 2005, he spent five years at the Seattle Housing Authority where he served as Contracting and Procurement Manager, overseeing all of the contracting and purchasing (construction, design consultants, other consultants, goods, supplies, and services) for the largest residential landlord in the state. Prior to that, he worked for the City of Seattle for more than 21 years, where he administered the city's construction and consultant contracts as the city's Contracting Manager. He has a bachelor's degree in business and public administration and a MBA, both from the University of Puget Sound, and a master of divinity degree from Fuller Theological Seminary. Mike is also the principal of Michael E. Purdy Associates, a consulting firm providing contracting and procurement advice to government agencies in the area.

Certification Program: These workshops are eligible for certification credits in the APWA – MRSC Public Works Contracting Training and Certification Program. For more information on the program, jointly sponsored by MRSC and the American Public Works Association Contract Administration Subcommittee, contact John Carpita, Public Works Consultant, MRSC at (206) 625-1300.

Registration

Please register online using this link: [On-line Registration Form](#).

Or key this web address into your browser: http://fmapps.wsdot.wa.gov/tbase_registration/.

Fill in the requested information, select a class from the list, and "Submit." A notice with driving directions to the training site will be e-mailed to you when we process your request. If you do not receive this notice within a few days, you may not be registered and should contact us.

Please do not prepay; an invoice will be sent to you after the class. Confirmation letters are mailed three weeks prior to the class. If you are unable to attend, someone else from your agency may attend in your place.

Questions? Contact Laurel Gray at (360) 705-7355 or GrayL@wsdot.wa.gov for questions on this training, for registration assistance or cancellations.

(Disability accommodations provided upon request.)

Visit the

Washington State LTAP Center Web Page

www.wsdot.wa.gov/TA/T2Center/t2hp.htm



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